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CONTRACT
between
TENAFLY BOARD OF EDUCATION
and
TENAFLY TEACHERS ASSOCIATION
JULY 1, 1969 to JUNE 30, 1970

ITEMS INCLUDED

1. Contract and Salary Guide, signed February 11, 1969.
2. Supplementary Contract, signed May 27, 1969.
3. Statement of Policy, including Grievance Procedures, adopted by the Board, July 25, 1966.
4. Teacher Evaluation Policy, as of November 26, 1956.

03-11



CONTRACT
between
TENAFly BOARD OF EDUCATION
and
TENAFly TEACHERS ASSOCIATION
Tenafly, N. J.
from
JULY 1, 1969 to JUNE 30, 1970

A. The Tenafly Board of Education recognizes the Tenafly Teachers Association as the exclusive representative of the classroom teachers, nurses, and librarians of the school system, with the following professional employees not eligible; and, therefore, not covered by nor included in the terms of this contract: superintendent of schools, assistant superintendent, principals, assistant principals, consultants, supervisors, and other administrators and guidance counselors.

B. Salary Guide

1. The teachers' salary guide for the school year from July 1, 1969 to June 30, 1970, will provide a range from \$7,000 to \$11,250 for bachelor's degree in twelve steps; \$7,800 to \$13,050 for master's degree in fourteen steps; \$8,600 to \$14,400 for master's degree plus 32 credits in fifteen steps; and, \$9,900 to \$15,700 for doctor's degree.
2. Each year of military experience shall be considered as the equivalent of a year of teaching but in no event to exceed four (4) years.
3. Previous teaching experience may be allowed to a total of ten (10) years (including military experience) for teachers new to Tenafly.
4. Additional salary to the amount of \$200 will be granted for each block of eight (8) graduate credits: BA+8, +16, +24; MA+8, +16, +24, +32 (not BA+32)
5. To be eligible for salary increments, a teacher with less than a master's degree must have completed a minimum of six (6) semester hours of graduate study every two (2) years.

(COPY OF SALARY GUIDE ATTACHED AS PART OF THIS CONTRACT.)

C. Creative Projects

The sum of \$10,000 is provided in the budget to finance compensation and related costs for creative projects as well as compensation and related costs for attendance at workshops to be held during the summer; or, at other times under such conditions as are mutually agreed upon by representatives of the administration, the Board of Education, and the TTA. The mechanism for determining and administering these projects is to be cooperatively developed by representatives of the administration, the Board of Education, and the Tenafly Teachers Association.

Some of this appropriation may be used to finance a study of the index pay principle as well as the above-mentioned creative projects program.

D. It is further agreed:

1. That the salary guide and other items involving expenditure of money are dependent upon approval of the school budget by the voters at the annual school election to be held on February 11, 1969; and,

2. That all terms and conditions of employment now in effect in the Tenaflly Public School System which are not specifically covered in the within agreement shall continue in full force and effect unless they have been expressly modified by a subsequent written agreement, which may hereafter be arrived at and entered into not later than May 15, 1969.

E. The parties agree to negotiate further at intervals of no more than ten (10) calendar days on certain other terms and conditions of employment which may be any or all such matters not specifically covered by the written agreement; and, further agree to pursue such negotiations diligently. Said negotiations may continue until a subsequent agreement is arrived at, but in no event beyond May 15, 1969 provided, however, that the provisions of the within agreement which are set forth in clauses A, B, C, and D herein, shall continue in full force and effect for the school year ending June 30, 1970; irrespective of any negotiations that may take place on other matters between the parties to the within agreement following the signing of this agreement.

Signed for TENAFly BOARD OF EDUCATION

(signed)

James P. Logan
President

Dated

February 11, 1969

Signed for TENAFly TEACHERS ASSOCIATION

(signed)

Clarence A. Graham
President

Dated

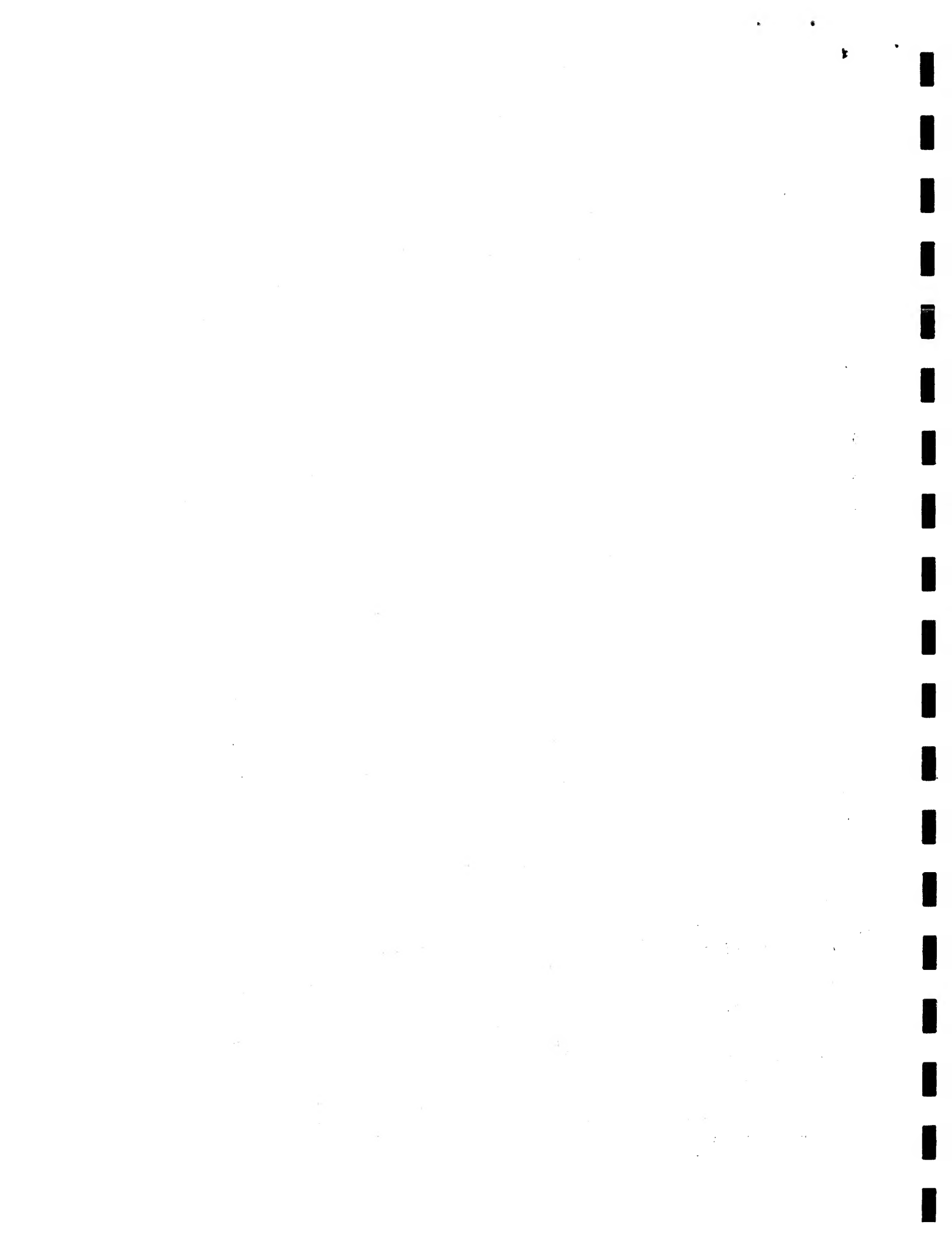
February 11, 1969

TENAFLY PUBLIC SCHOOLS
TENAFLY, NEW JERSEY

SALARY GUIDE 1969-70

Step	B.A.	M.A.	M.A.+32	Doctorate
1.	\$ 7000	\$ 7800	\$ 8600	\$ 9900
2.	7300	8100	8900	10,200
3.	7600	8400	9200	10,500
4.	7900	8700	9500	10,800
5.	8250	9050	9850	11,150
6.	8600	9400	10,200	11,500
7.	8950	9750	10,550	11,850
8.	9350	10,150	10,950	12,250
9.	9800	10,600	11,400	12,700
10.	10,250	11,050	11,850	13,150
11.	10,750	11,550	12,350	13,650
12.	11,250	12,050	12,850	14,150
13.		12,550	13,350	14,650
14.		13,050	13,850	15,150
15.			14,400	15,700

-
1. Each year of military experience shall be considered as the equivalent of a year of teaching to a total of four (4) years.
 2. Previous teaching experience may be allowed to a total of ten (10) years (including military experience).
 3. Additional salary to the amount of \$200. will be granted for each block of eight (8) graduate credits: BA+8, +16, +24, MA+8, +16, +24, +32. (not BA+32)
 4. To be eligible for salary increments, a teacher with less than a Master's degree must complete a minimum of six (6) semester hours of graduate study every two (2) years.



SUPPLEMENTARY CONTRACT
between
BOARD OF EDUCATION
and
TEACHERS ASSOCIATION
of
TENAFLY, N. J.
for the period from
JULY 1, 1969 to JUNE 30, 1970

A. This document includes items in addition to those covered in the original contract executed and signed by the above two parties on February 11, 1969.

B. Extra Compensation Schedule

1. This schedule includes only such items as are specifically mentioned.
2. This portion of the agreement shall be binding for two years (7/1/69 - 6/30/71) subject only to exceptions as noted below.
3. The co/extra-curricular activities compensation guide for 1969-71 shall consist of two steps.
 - a. Persons in the Tenaflly school system currently serving in these positions or having prior experience in the same activity or a closely related field shall be compensated on the second step.
 - b. Other persons having acceptable experience or equivalency may also be compensated on step 2.
 - c. Those persons without experience or equivalency shall be compensated on the first step.
 - d. Acceptable equivalency shall be reviewed and decided by the appropriate administrator.
4. While recognizing a certain responsibility of staff members to serve the interests of the school in the area of co/extra-curricular activities, it is also recognized that a number of the activities involve more time and responsibility than what might be considered in the realm of the normal obligation. Therefore, it is agreed that persons involved in the co/extra-curricular program shall be able to express their views and make requests for adjustments concerning the nature of their involvement, the degree of their involvement, and even about the involvement itself, by asking to be released from such responsibilities when circumstances make it necessary or desirable. The administration will give careful and sympathetic attention to such expressions or requests and make every effort to make suitable adjustments.

Teachers who seek representation when making such expressions or requests shall be entitled and encouraged to have appropriate representation. The administrator may also have an associate present. Appropriate shall be construed to mean a representative designated by the Tenaflly Teachers Association.

5. Where it is humanly possible, written notification of such appointment and the amount of payment shall be given to each appointee by June 1 of the school year before the services are to be rendered.
6. As noted above, the co/extra-curricular activities compensation guide shall consist of two steps.

For the 1969-70 term, see Table I annexed.

For the 1970-71 term, see Table II annexed.

It is therefore understood that this schedule shall not be subject to renegotiation for 1970-71. The only basis for exception will be if either the Tenaflly Teachers Association or the Board of Education feels that a significant change in the nature of the duties or responsibilities for any individual position warrants a review. Additions in categories may also be made under this provision.

7. For purposes of making the co/extra-curricular activities compensation guide available for the staff and candidates two listings shall be prepared - one for 1969-70 and one for 1970-71, each showing the appropriate two steps. Both shall include paragraphs 3 and 4 above.

C. Extension of Salary Guide

1. It is agreed that new categories be established for teachers having a master's degree plus forty and forty-eight additional graduate credits upon compliance with the following conditions:
 - a. That credits taken since July 1, 1965 be considered for MA+40 and MA+48 categories.
 - b. That the courses be approved in advance in writing by the appropriate principal and the Superintendent of Schools.
 - c. Teachers who have taken credits beyond MA+32 since July 1, 1965 who had not secured approval in advance may submit such evidence for the consideration of the Superintendent.
 - d. That courses contribute directly to improvement in instruction in the teachers' respective teaching fields.
 - e. That no more than two in-service credits be counted for each block of eight credits: i.e., MA+40; MA+48.

To be eligible for MA+40 or MA+48, all teachers employed from other school districts will be required to meet the same criteria as teachers in Tenaflly.

2. Additional salary in the amount of \$200 will be granted for each block of eight graduate credits referred to above: MA+40, MA+48.

D. Non-Degree Teacher

It is agreed that the one teacher presently in the school system who does not have a Bachelor's degree will be considered to have such a degree, with salary to be adjusted to the appropriate level for the Bachelor's degree over a two-year period, 1969-70 and 1970-71. This agreement is not to be construed as setting a precedent.

E. Creative Projects

It is agreed that the mechanism to recommend the allocation of \$10,000 provided in the budget to finance compensation and related costs for creative projects, attendance at workshops arising from creative project grants, to be held during the summer or at other times (contained in the original contract executed on February 11, 1969) is to be cooperatively developed by a committee which shall consist of: three administrators (to be named by the Superintendent); four teachers - two elementary teachers, one Middle School Teacher, one high school teacher (to be named by the President of the Tenaflly Teachers Association); one Board member (to be named by the President of the Board of Education); and the Superintendent of Schools, or his representative, ex-officio; (without a vote).

It is further stipulated that alternates shall be appointed to serve in the absence of any of the regularly appointed members.

It is further agreed that members of the Committee shall select their own chairman.

F. Minutes

It is agreed that expenses or clerical help for taking, transcribing, duplicating and distribution of minutes of joint meetings between the Tenaflly Teachers Association and the Board of Education shall be shared equally by both parties.

G. Litigation

It is agreed that the Tenaflly Teachers Association and the Board of Education shall each pay its own legal expenses in the event of any litigation.

H. Travel

It is agreed that when a teacher uses his own automobile for student transportation, professional trips, and/or regular inter-school commutation road mileage shall be paid at the rate of ten cents per mile plus tolls, when approved in advance by the appropriate principal or the Superintendent in accordance with the policies of the Board of Education.

J. Department Chairmen

It is agreed that department chairmen shall be paid for the school year 1969-70 according to the attached schedule.

It is further agreed that on days when services of all teachers are not required and department chairmen are called upon to serve, they will be compensated at the daily rate of 1/200 of the contract salary of the respective department chairman.

- K. Provisions of the within agreement which are set forth in Clauses A, C, E, F, G, H, J, and K, shall continue in full force and effect for the school year ending June 30, 1970. Provisions for the within agreement which are set forth in Clauses B and D, shall continue in full force and effect to June 30, 1971.

Signed for TENAFly BOARD OF EDUCATION

(signed) James P. Logan
President

Dated May 27, 1969

Signed for TENAFly TEACHERS ASSOCIATION

(Signed) Clarence A. Graham
President

Dated May 27, 1969

Attachments:

Table I - 1969-70 - Extra Compensation Schedule
Table II - 1970-71 - Extra Compensation Schedule
Department Chairmen Schedule

EXTRA COMPENSATION SCHEDULE - 1969-70TABLE I

<u>Classification</u>	<u>Step 1.</u>	<u>Step 2.</u>
<u>A. ATHLETICS</u>		
<u>Head Coaches</u>		
Football	\$ 1100	\$ 1200
Basketball	1000	1100
Baseball	800	1000
Soccer	800	1000
Wrestling	800	1000
Track	800	1000
Indoor Track	400	550
Cross Country	400	500
Tennis	400	500
Golf	200	325
Fencing	400	500
Bowling	200	300
 <u>Assistants (each)</u>		
Football (5)	700	800
Basketball (2)	650	750
Baseball (2)	600	700
Soccer (2)	600	700
Wrestling (2)	600	700
Track (2)	600	700
Cross Country (1)	200	350
 <u>B. INTRAMURAL (each)</u>		
Girls - Middle School (2)	350	425
Boys - Middle School (2)	350	425
Girls Activities - S.H.S. (3)*	275	375
Intramurals: Freshman J.V., Varsity Cheerleaders; Tigerettes, Majorettes, Color Guard		
Boys - S. H. S. (2)	100	150
 <u>C. STUDENT ORGANIZATIONS (each)</u>		
S. O. Coordinator - S.H.S.	700	800
S. O. Coordinator-Middle School	100	200
S. O. Coordinator-Elem. (4)	50	100
Senior Class Advisor	300	475
Junior Class Advisor	200	350
Sophomore Class Advisor	150	250
Freshman Class Advisor	150	250

* These responsibilities might be divided among more than the three persons indicated. If more personnel are utilized, compensation may be divided, within the limit of the available sums, as per agreement between the persons involved and the appropriate administrator.

TABLE I (continued)

Classification	Step 1.	Step 2.
D. <u>PUBLICATIONS</u> (each)		
H. S. Newspaper ECHO	\$ 300	\$ 450
H. S. Newspaper ECHO (assistant)	250	400
H. S. Yearbook TENAKIN	300	450
H. S. Yearbook TENAKIN (assistant)	250	400
H. S. Literary Magazine UNICORN	100	250
Middle School Literary Mag., LIMELIGHT	50	100
Middle School Newspaper TIGER TALES (2)	150	250
E. <u>MUSIC AND DRAMA</u> (each)		
Drama Director - H.S.	200	300
Drama Director - H.S. (assistant)	150	250
Drama Production - H.S.	100	200
Drama Director - Middle School (2)	150	250
Band, etc. - H.S.	450	550
Stage Crew - H.S.	100	200
Stage Crew - Middle School	75	125
F. <u>CLUBS</u>		
Math Team - H.S.	50	100
Debate Team - H.S.	200	400
G. <u>OTHERS</u> (each)		
AV Coordinator - H.S.	400	500
AV Coordinator - Middle School	200	275
AV Coordinator - Elementary (4)	50	100
Social Coordinator - H.S.	100	150

EXTRA COMPENSATION SCHEDULE - 1970-71TABLE II

<u>Classification</u>	<u>Step 1.</u>	<u>Step 2.</u>
<u>A. ATHLETICS</u>		
<u>Head Coaches</u>		
Football	\$ 1200	\$ 1350
Basketball	1100	1275
Baseball	1000	1200
Soccer	1000	1200
Wrestling	1000	1200
Track	1000	1200
Indoor Track	550	700
Cross Country	500	675
Tennis	500	600
Golf	325	400
Fencing	500	600
Bowling	300	400
<u>Assistants (each)</u>		
Football (5)	800	900
Basketball (2)	750	850
Baseball (2)	700	800
Soccer (2)	700	800
Wrestling (2)	700	800
Track (2)	700	800
Cross Country (1)	350	450
<u>B. INTRAMURAL (each)</u>		
Girls - Middle School (2)	425	500
Boys - Middle School (2)	425	500
Girls Activities - S.H.S. (3)*	375	475
Intramurals: Freshman J.V.,		
Varsity Cheerleaders;		
Tigerettes, Mojorettes,		
Color Guard		
Boys - S.H.S. (2)	150	200
<u>C. STUDENT ORGANIZATIONS (each)</u>		
S.O. Coordinator - S.H.S.	800	900
S.O. Coordinator - Middle School	200	400
S.O. Coordinator - Elem. (4)	100	150
Senior Class Advisor	475	550
Junior Class Advisor	350	425
Sophomore Class Advisor	250	375
Freshman Class Advisor	250	375

* These responsibilities might be divided among more than the three persons indicated. If more personnel are utilized, compensation may be divided, within the limit of the available sums, as per agreement between the persons involved and the appropriate administrator.

TABLE II (continued)

Classification	Step 1.	Step 2.
D. <u>PUBLICATIONS</u>		
H.S. Newspaper ECHO	\$ 450	\$ 550
H.S. Newspaper ECHO (assistant)	400	500
H.S. Yearbook TENAKIN	450	550
H.S. Yearbook TENAKIN (assistant)	400	500
H.S. Literary Magazine UNICORN	250	300
Middle School Literary Mag., LIMELIGHT	100	150
Middle School Newspaper TIGER TALES (2)	250	350
E. <u>MUSIC AND DRAMA</u> (each)		
Drama Director - H.S.	300	425
Drama Director - H.S. (assistant)	250	325
Drama Production - H.S.	200	300
Drama Director - Middle School (2)	250	325
Band, etc. - H.S.	550	650
Stage Crew - H.S.	200	350
Stage Crew - Middle School	125	175
F. <u>CLUBS</u>		
Math Team - H.S.	100	150
Debate Team - H.S.	400	400
G. <u>OTHERS</u> (each)		
AV Coordinator - H.S.	500	600
AV Coordinator - Middle School	275	350
AV Coordinator - Elementary (4)	100	150
Social Coordinator - H.S.	150	200

DEPARTMENT CHAIRMEN SCHEDULE

1969 - 70

HIGH SCHOOL

English	\$ 800
Social Studies	700
Foreign Languages	700
Mathematics	700
Science	700
Business Education	500
Physical Education	500

MIDDLE SCHOOL

English	\$ 500
Social Studies	500
Foreign Languages	500
Mathematics	500
Science	500
Non-Academic	500

6. A STATEMENT OF POLICY PERTAINING TO RELATIONSHIPS OF THE TENAFLY BOARD OF EDUCATION, THE TENAFLY SUPERINTENDENT OF SCHOOLS, AND THE ORGANIZATION(S) REPRESENTING PROFESSIONAL EMPLOYEES OF THE TENAFLY PUBLIC SCHOOL DISTRICT

6.1 The Board of Education of the Borough of Tenaflly and its professional employees are dedicated to providing the best possible public educational opportunities for our children and youth. It is important, therefore, that board of education and professional employee negotiations and relationships be established and maintained cooperatively and continuously, based upon this common interest and the concept of education as both a public trust and a professional calling. Personnel policies, rights, responsibilities, and methods of review should continue to be developed to insure high standards of performance, and to contribute to the morale and well-being of the professional employees.

6.2 Definition of Terms

"Tenaflly Teachers Association"

The Tenaflly Teachers Association is an organization of classroom teachers, librarians, and nurses of the Tenaflly school district.

"majority"

One more than half, or more than fifty percent, of the total number of eligible members of the respective group.

"administrative and auxiliary group"

Term refers to certificated professional personnel other than full-time classroom teachers, librarians, and nurses of the Tenaflly school district.

"Personnel Committee"

A duly authorized committee of the Tenaflly Board of Education appointed by the president, primarily concerned with salaries, working conditions, and other related matters affecting the personnel of the school district.

"professional employees"

Term refers to all certificated professional personnel under contract to the Tenaflly Board of Education.

"Welfare Committee"

A duly authorized standing committee of the Tenaflly Teachers Association appointed by its president, primarily concerned with salary negotiations and other benefits for Tenaflly Teachers Association members.

Exclusions

The adoption of this policy does not preclude any other committees of professional organization(s) from negotiating with the Tenaflly Board of Education and the Superintendent of Schools on matters of common concern.

The adoption of this policy does not preclude the obligation of all parties to observe the Codes of Ethics of their respective professional organizations.

SUMMARY

Guiding Principles:

1. The Board must sincerely respect the right of teachers to:
 - a. suitable working conditions;
 - b. adequate salaries;
 - c. participation in policy development.
2. Teachers must sincerely respect the right of the Board to:
 - a. consider all points of view;
 - b. analyze the financial ability and interpret the commitment to education of the citizens of the district;
 - c. make the final decision.
3. Legal responsibility for education is vested in the Board of Education, and this responsibility cannot properly be delegated or shared.

Adopted by the Board: July 25, 1966

ARTICLE 11-
TEACHER EVALUATION POLICY

1. GENERAL

1.1 A major objective of the Tenaflly Public Schools is the employment of the most professionally and personally qualified teachers available and, through a program of guidance, inservice education and curriculum improvement, and the development of them and the educational program to the highest levels attainable.

1.2 It shall be the goal of the educational program and all members of the professional staff to help each child (a) to develop his individual capacities, (b) to develop a well-balanced personality, and (c) to assume the rights and responsibilities of citizenship in a nation committed to democratic values and practices.

1.3 A plan for the cooperative evaluation of teachers' services is established herein to promote the attainment of the above objectives and to stimulate better teaching through a continuing constructive analysis of each teacher's work.

2. TEACHER EVALUATION GUIDE

2.1 The superintendent, with the assistance of the director of instruction, shall consult with the teachers and the principals, and shall prepare an appropriate form to serve as an "Evaluation Guide" in the continuing process of cooperatively evaluating the services of each teacher during the school year.

2.2 This Evaluation Guide shall cover the major areas of the teachers' services to the school system, which shall include but not be limited to the following as outlined below.

Salary increments are granted to employees of the Tenaflly Public Schools on the basis of satisfactory service. Satisfactory service for teachers is defined as service which meets the standards set forth in the following five areas which are consistent with the N. E.A. and N. J. E. A. Codes of Ethics:

1. Employee Responsibilities

The teacher has a record of regular and punctual attendance both in the school and the classroom. He has also displayed promptness, neatness and efficiency in the handling of administrative details such as registers, records and reports.

2. Classroom Instruction

The teacher has maintained a high degree of professional competence in carrying out the instructional program within his classroom including lesson-preparation, disciplinary control and teaching effectiveness.

3. Guidance After-class and Co-curricular Activities

The teacher has a consistent record of having taken initiative and responsibility in assisting and guiding individuals, groups or student organizations in after-class or after-school activities.

4. Professional Attitude, Participation and Improvement In-service.

- a. The teacher has conducted himself in a professionally loyal and cooperative manner in his relations with students, other teachers, members of the administrative staff and the Board of Education.
- b. The teacher has displayed a professional attitude in participating in the cooperative process of decision making.
- c. The teacher has taken an active part in the work of school and/or system-wide committees.
- d. The teacher has taken positive steps to improve his professional competence such as taking courses, attending a professional workshop, participating in a study program of the work and activities of professional educational organizations.

5. Teacher, Parent, and Community Relations

- a. The teacher has developed satisfactory relations with the parents of his pupils.
- b. The teacher has taken part in the program of the home-school organization.
- c. The teacher has maintained a professional standard of conduct in the community.

Continued deficiencies in any of the above areas may be cause for a recommendation against the granting of an increment.

In each of these areas, critical factors which should be considered in the evaluation of the teachers' services, shall be set forth. In addition space shall be provided in which the principal and the teacher will record the evidence of teacher's efforts in meeting these critical factors. This evidence will be utilized by the principal in evaluating the teacher's work and suggesting steps for the teacher's professional growth.

2.3 Each teacher shall be given a copy of the Evaluation Guide at the beginning of each school year so that he may acquaint himself with the specific areas and items upon which his services will be evaluated.

Adopted by the Board - 8/27/56

Amended: 11/26/56

11-3.1

11-5.1

3. ADMINISTRATIVE STAFF RESPONSIBILITIES

3.1 Every effort shall be made by the superintendent, the director of instruction and the principals to assist each new teacher throughout the probationary years to become oriented to the community, to the school system, to the school to which he has been assigned, and to his class. Nevertheless, during the probationary years the burden or responsibility shall be upon the teacher to display sufficient potentials in order to warrant placement on tenure.

3.2 The principal, with the assistance of the director of instruction, shall work closely with all teachers to help them grow professionally in-service and keep them informed of his judgments concerning the quality of their services to the system and how that service may be improved.

3.3 The principal shall assemble all the evidence he can concerning a teacher's services to the system, obtaining from other members of the administrative staff any relevant information which they may have to contribute.

3.4 If, in the judgment of the principal or the superintendent there is a question about granting an increment to or renewing a contract with a teacher, the principal shall invite other members of the administrative staff to assist him in evaluating the services of the teacher prior to the evaluation conference with the teacher.

4. EVALUATION CONFERENCES

4.1 The principal shall arrange evaluation conferences as often as necessary but at least once a year with teachers who are on tenure. He shall arrange such conferences at least twice a year, or as often thereafter as is necessary with all other teachers. The date of each conference should be set at least two weeks in advance so that both principal and teacher may assemble evidence of the teacher's services and prepare themselves for the conference.

4.2 Such conference should provide adequate discussion and analysis of the teacher's services to the system with the main objective of securing a fair evaluation of such services for the mutual benefit of the teacher and the school system.

5. EVALUATION REPORT

5.1 Following the evaluation conference the principal shall prepare a report in triplicate in which he shall record his judgment of the teacher's services and cite the evidence upon which his judgment is based. He shall also set forth the areas in which he believes the teacher's services may be improved and his recommendations as to how this may be accomplished.

5.2 The three copies of the report shall be sent to the teacher for review and signature. If the teacher disagrees with the report or any part of it, he shall record the reason for his disagreement thereon, sign all copies and return them to the principal. Revisions may be made therein after a further conference with the teacher.

5.3 The original copy of the evaluation report shall be sent to the superintendent, one copy shall be filed in the principal's office, and one copy given to the teacher. This shall be done not later than December 1 and March 1 for all probationary teachers, and March 1 for all tenure teachers. The principals and superintendent shall keep such reports in a confidential file.

6. PRINCIPALS' RESPONSIBILITIES

6.1 In recommending the withholding of a salary increment, the principal shall state his reasons therefor.

6.2 Prior to recommending a teacher for placement on tenure, the principal shall review the teacher's three years of service while on probation and substantiate his belief that the teacher has displayed "marked ability" as a potentially superior teacher. He shall use as a criterion for recommending tenure status not merely average or satisfactory performance in the several areas set forth as important, but also the cumulative evidence of superiority as a teacher and the probable contribution to total staff balance.

7. RESPONSIBILITIES OF THE DIRECTOR OF INSTRUCTION

7.1 The director of instruction shall assist the superintendent in preparation of the evaluation guide.

7.2 Prior to the date of the principal's first evaluation report, the director of instruction, with the knowledge of the principal, shall observe each first year teacher's class work. Should a conference with the teacher be advisable, thereafter, he shall make such arrangements for a joint conference with the teacher and the principal.

7.3 He shall be free to visit any classroom for the purposes of observing a teacher's work or to confer with any teacher regarding curriculum improvement and development. He shall make arrangements with the principal for any visit to a teacher's classroom and shall discuss the results of his observation with the principal, and with the teacher if advisable, relating information which may be used for evaluation purposes.

7.4 He shall report to the principal for evaluation purposes any relevant information he has gathered in working with teachers and teachers' committees concerning the teachers' services to the school system.

8. SUPERINTENDENT'S RESPONSIBILITIES

8.1 The superintendent shall consult from time to time with the principals and other administrative staff members concerning the progress and services of the members of the teaching staff.

8.2 The superintendent shall review all evaluation reports and discuss with the principals any question that he or they may have concerning the quality of the teacher's services.

8.3 Prior to April 1, the superintendent shall submit to the Board his recommendations for salary increments and the renewal of contracts with probationary teachers. If he recommends the withholding of an increment or the non-renewal of a contract, he shall submit his reasons for such a recommendation together with the principal's recommendations.

